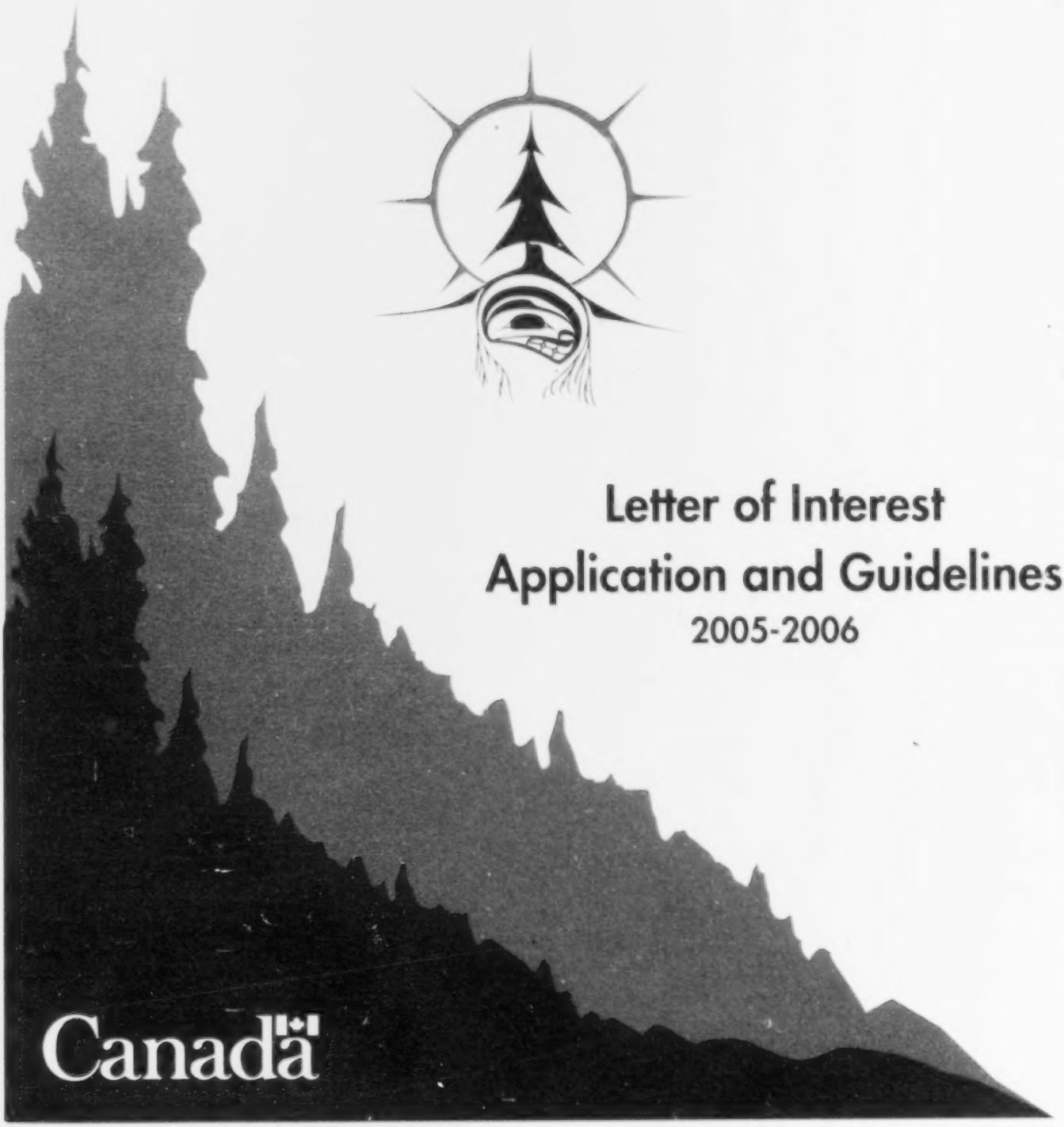
First Nations Forestry Program
British Columbia
2003 - 2008



Letter of Interest
Application and Guidelines
2005-2006

Canada

General Information

1. This booklet contains information on how to apply to the First Nations Forestry Program (FNFP). The FNFP is a federal government initiative jointly funded by Indian and Northern Affairs Canada and by Natural Resources Canada, Canadian Forest Service. Through the Program, First Nations can obtain financial and technical assistance in forestry and forest economic development.

   Additional copies of this booklet, and information about the FNFP, can be obtained from the Canadian Forest Service at the address below or from our web site at **www.pfc.cfs.nrcan.gc.ca**.

   Canadian Forest Service
   First Nations Forestry Program
   506 West Burnside Road
   Victoria, BC V8Z 1M5

   Attention: Heather O'Leary
   FNFP Administrative Assistant

   Telephone: (250) 363-6036
   E-mail: holeary@nrcan.gc.ca

   To reach the Canadian Forest Service general line, please call (250) 363-0600.

2. Completed applications, in the form of a Letter of Interest (LOI) and supporting documents, should be returned to the Canadian Forest Service at the above address. **Receipt of the original signed application and supporting documents are required on or before the deadline of 4 p.m. PST, December 16, 2004. Faxed applications will not be accepted.**

3. Please note that this is the first year that the FNFP in British Columbia is using this new, two-phase application process. LOI applications will be reviewed and approved by the FNFP Management Board according to evaluation criteria, including how well projects meet the objectives and priorities of the program. Applicants whose LOIs are approved will proceed to phase two, and asked to submit further, more detailed project information in consultation with Canadian Forest Service.

4. We welcome your feedback on this new process and ask that you submit your comments to the Canadian Forest Service at the address listed above.

5. Please read this booklet carefully before completing the LOI application.

October, 2004

105-02651/

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PART A: Background Information

1. FIRST NATIONS FORESTRY PROGRAM

Initially established in April 1996, the First Nations Forestry Program (FNFP) was developed to improve economic conditions in status First Nations communities and to assist First Nations with building their capacity to manage forest resources. The program encourages better forest management by providing financial and technical assistance to Bands, Tribal Councils and other First Nations groups or companies involved in improving economic conditions in status communities, so that they may carry out forestry-related activities throughout the province, both on and off their reserve lands.

The FNFP provides funding and forestry advice for B.C.'s status First Nations in order that they may assume a greater participating role in forestry activities and increase First Nations capacity in forest resource management. Assistance will be provided to foster business partnerships both on and off reserves, with various government and non-government organizations, the forest industry and related business sectors.

The FNFP is the only federal program in Canada that focuses exclusively on First Nations forestry. The program was renewed in 2003 for a five-year term ending on March 31, 2008. Natural Resources Canada, Canadian Forest Service, is responsible for implementing the program.

1.1. PROGRAM MANAGEMENT

The FNFP is a national initiative managed by a National Management Committee which provides overall broad direction to the program.

The management and delivery of the FNFP in each province or territory is the responsibility of Provincial and Territorial Management Committees. These committees develop policies, standards and procedures, communications strategies, work plans, and other program elements for their respective province or territory.

In British Columbia, the Management Committee, or Management Board as it is known, is composed of 10 members: eight First Nation representatives from communities, businesses and academia; and one representative from each of the government agencies: Natural Resources Canada, Canadian Forest Service and Indian and Northern Affairs Canada.

The B.C. FNFP Management Board is responsible for the overall direction of the program in British Columbia, setting policy and reviewing and approving project proposals. The Management Board is the final authority concerning projects and the program.

2. PROGRAM PURPOSE AND OBJECTIVES

The purpose of the FNFP is to improve economic conditions in status First Nations communities with full consideration of the principles of sustainable forest management. The FNFP is designed to assist First Nations to build capacity and assume control of the management of forest resources on reserve lands, to establish partnerships and to actively participate in off-reserve forestry and other economic development opportunities.

2.1 Program Objectives

The FNFP has four main objectives:

1. To enhance the capacity of First Nations to sustainably manage their forest lands;

2. To enhance the capacity of First Nations to operate and participate in forest-based development opportunities and their benefits;

3. To advance the knowledge of First Nations in sustainable forest management and forest-based business development; and

4. To enhance the institutional capacity of First Nations at the provincial/territorial level to support their participation in the forest-based economy.

3. ELIGIBILITY

3.1 Eligible Recipients

Eligible recipients are duly elected First Nations Bands and Tribal Councils, First Nation organizations and any other First Nation group or company involved in improving economic conditions in their communities and who can contribute to the objectives of the program.

More specifically, to be eligible for FNFP contributions, applicants must be one of the following:

A First Nations Band (including a Band's economic development organization)

A Tribal Council

A registered forestry-related First Nations business (does not have to be located on-reserve but must benefit a First Nations band/community)

A forestry-related First Nations Society (registered under the B.C. Society's Act and must benefit a First Nations band/community)

Ineligible recipients include:

Individuals/Sole Proprietors

Friendship Centres

3.2 Eligible Activities

Any activity or project that can contribute to the purpose and objectives of the FNFP will be eligible for funding consideration.

The following includes key areas of FNFP funding:

Activities related to managing the forest on the reserve.

Activities related to forest tenure applications including: application development, inventories, management, development and operating plans.

Activities that enhance First Nations capacity to develop viable forest-based businesses.

Activities that assist First Nations in developing off-reserve partnerships and joint ventures in forestry initiatives with other agencies and organizations including government, non-government and industry.

Planning, development and delivery of workshops, seminars and conferences that advance the knowledge of First Nations in sustainable forest management and forest-based business development.

Assistance for Tribal groups, First Nations businesses and other eligible organizations to further the establishment and development of forestry support organizations.

3.3 Non-Eligible Activities

FNFP will not fund the following:

- Proposals that will not benefit status First Nations communities
- Non-forest based projects
- Projects which may cause environmental degradation
- Training (activities of any sort)*
- Logging
- Office establishment and related equipment purchases and operating costs
- Negotiations
- Greenhouses
- The purchase of GPS (global positioning systems) and/or GIS (geographic information systems) hardware or software and/or implementation
- Traditional Use studies
- Long-term plans
- Legal cases
- Support to insolvent businesses
- FNFP application development costs
- Expenses incurred by a project prior to the development and validation of a signed Contribution Agreement.

***Training and Education**

While the FNFP supports a wide range of training in principle, the Management Board has decided that because of limited FNFP funding within British Columbia, training activities are no longer eligible for consideration. Applicants are encouraged to actively seek funding for the training-related portions of any proposals from agencies and institutions with a stronger mandate in the training field such as Human Resources Development and Skills Canada's Aboriginal Human Resources Development Strategy Program or other sources.

3.4 *Eligible Funding and Expenses*

The following criteria will be applied when considering funding and eligible expenses:

Maximum government (federal, provincial, municipal) contribution is 80% of the total project cost. For example, if the total project cost is $30,000, the total government contribution cannot exceed $24,000.

Minimum applicant contribution is 20% of the total project cost. This could include contributions from partners and other sources.

The maximum approval amount is $25,000 per LOI application.

Capital equipment may be leased to approved projects and leasing charges for such equipment on approved projects are eligible expenses.

Capital projects must provide a Business Plan.

Administration Costs - a maximum of 10% of project costs can be applied towards administration costs for implementation and delivery.

3.5 *Proponent and Other Partner Contributions*

A project's total cost is shared between the FNFP and the First Nations proponent, and in cases of joint ventures, with other partners.

The share from the proponent or the other partner(s) may be in the form of a direct (cash) or indirect (in-kind) contribution.

Where the contribution is indirect in nature, the contribution must be a "cash-equivalent" contribution, that is real and measurable. Examples of in-kind contributions include labour, equipment, supplies, rentals, office space, office materials and resources, management services, and technical or professional services.

Part B: Application Process

1. APPLICATION PROCESS

The Canadian Forest Service is piloting a new application process for FNFP for the 2005 fiscal year which consists of two phases: 1) *Letter of Interest* (LOI), and 2) *Project Development*.

Applying for funding under the FNFP requires the submission of an application, in the form of a *Letter of Interest* (LOI) (as outlined in the Appendix), to the Canadian Forest Service at the address found in the front of this booklet, by the deadline of 4:00 p.m. PST, December 16, 2004.

All eligible recipients (as defined in Part A Section 3.1) are invited to submit a LOI application. The FNFP Management Board will review the LOI applications and those that are approved will be invited to proceed to Phase 2, *Project Development*, and asked to submit detailed project information, in consultation with the Canadian Forest Service. The intent is to streamline the application process so that only those applicants whose strategic direction and projects best mesh with FNFP objectives and program priorities will be given consideration.

LOI applications and all supporting documents can be mailed or delivered (faxed applications will not be accepted) and must be received by the Canadian Forest Service by the closing date of 4:00 p.m. PST, December 16, 2004. A letter acknowledging receipt of the application will be sent to each applicant.

1.1 PHASE 1: LETTER OF INTEREST

The Letter of Interest is intended to be a very concise document that provides a snapshot of the community's strategic direction, forestry objectives, the proposed project, and how these mesh with both the FNFP objectives and how FNFP can provide support. The LOI must include supporting documents (letters of support, including Band or Tribal Council Resolutions or other First Nations and non-First Nations documented support, or Letters of Registration or Incorporation for businesses and societies).

In the LOI, First Nations will describe their strategic direction or vision for forestry in their community including their community forestry objectives, current forestry status and future forestry opportunities. Applicants will then describe how the FNFP might assist them in advancing these objectives.

The FNFP Management Board will meet to review and approve LOI applications. Only fully completed LOI applications, including supporting documents, received by the deadline date will be considered for review. When the review has been completed, the Canadian Forest Service will notify each applicant of the outcome.

1.2 PHASE 2: PROJECT DEVELOPMENT

If your LOI application is approved, the next step will be to submit detailed project and budget information in the form of a *Project Development*. Details regarding this submission will be sent to those applicants whose LOIs were approved and who are being invited to proceed to Phase 2.

The purpose of the *Project Development* submission is to gather all the information necessary to develop a Contribution Agreement. A Contribution Agreement is a legal document which specifies the terms and conditions, budget and standards for the activities which will be carried out and funded under the FNFP. The Agreement outlines the amount being contributed, the work to be conducted, the terms of payment and the project deliverables including the expected outcomes. This document is developed in consultation with the successful proponent and is issued by the Canadian Forest Service. The project description and roles and responsibilities are outlined in the Contribution Agreement.

The Contribution Agreement must be signed and validated by the Canadian Forest Service before work can begin.

Part C: Application Screening and Evaluation

1. MANDATORY REQUIREMENTS:

LOI applications must contain the following:

1. Demonstration or evidence that the project meets one of the FNFP objectives (as listed in Part A Section 2.1).
2. Evidence of registration for forestry-related First Nations businesses or societies (i.e., Certificates of Registration).
3. Evidence of broad community support and awareness of the proposed project, for example:
   Band Council Resolution (BCR) for Bands or their economic development group;
   Tribal Council Resolution for Tribal Councils;
   BCR or letter(s) of support for First Nations businesses or societies.
4. Evidence of a Community Strategic Planning/ Vision Document or Business Plan.

2. SCREENING CRITERIA

The following screening criteria will be used when reviewing LOI applications:

Only applications that meet the Mandatory Requirements and are received by the 4:00 p.m., December 16, 2004 deadline will be considered for approval.

Only complete applications will be considered. (All supporting documents must be submitted with the application.)

Only eligible recipients as per Part A Section 3.1 (Eligible Recipients) will be considered.

All applications will be considered but will be limited to only one approval for each Band, Tribal Council, First Nations business or society.

Projects which are making use of other government funding will not be considered if the funding is for similar purposes.

Projects involving the development of plans and carrying out studies must show an indication of initial planning at the Band or Tribal Council level.

Projects that propose the use of consultants must ensure that the project is clearly **community-driven**. This would include as a minimum, a Band Council Resolution, an indication of involvement of community Elders if appropriate, clear and visible ties to the community's strategic vision, mentorship of community members, and planned follow-up for after the funded portion of the project is completed.

For projects involving capital expenditures, the project must be part of a business plan, that shows the impact and necessity of the expenditure (i.e., the proposal must be part of a larger financial planning process and the business plan must be submitted with the application).

3.0 EVALUATION CRITERIA

Community Vision/Strategic Direction

How current is (are) the document(s)?

What is the level of community involvement in strategic planning?

Are forestry aspirations clearly articulated?

Is the planning/infrastructure in place to justify and support this investment?

FNFP Support

What is the relevance to the FNFP program purpose and objectives (i.e., Is the project addressing the FNFP purpose? Will the project enhance First Nations capacity to substainably manage reserve forestlands or to operate and participate in forest-based development opportunities? Will the project advance the knowledge of First Nations in sustainable forest management or forest-based business development? Will the project enhance institutional capacity of First Nations)?

Project Information

Relevance to Community Vision and Strategic Direction

Capacity building with quantifiable outcomes (demonstration of business or forestry skill development and how this will assist in moving towards some element of independence)

Encouraging external partnerships

- Are there any industry or other government partnerships identified as contributors to this proposal? In what stage of negotiations are these partnerships? Is the funding secured?

Indicating potential to leverage other resources

- Is there any capacity to access other funds - has the proponent made use of other resources that may be available?

Use of funding

- Is there a clear, precise indication of what the requested funding is to be used for?
- What is the percentage contribution being made by the proponent and what is the percentage contribution being made by other partners/agencies? (A minimum 20% contribution from the proponent and/or their partners is required.)

Project is focused (versus multi-dimensional)

- Project is planned and scoped with a clear goal and objectives

Proje outcomes are measurable (linked to jobs or products at the status community level)

- Will there be quantifiable outcomes that can be measured and in what form will these outcomes be?

Likelihood of success (how feasible is it)?

- Projects must exhibit realistic timelines and achievable deliverables to be considered for approval.

What is the proponent's track record - has the proponent displayed previous experience that would enhance the chances of this proposal to succeed?

-Appendix-

FNFP Application - British Columbia
2005/06

Letter of Interest (LOI)

SECTION 1: APPLICANT INFORMATION

1.1 CONTACT INFORMATION

Name of Band/Organization:
Address:
City/Town:
Postal Code:
Telephone #:
Fax #:
E-mail:

1.2 SIGNATURE BLOCK: (applicant/contact)

_____ _____
(APPLICANT SIGNATURE) *(PRINT NAME)*

_____ _____
(POSITION/TITLE) *(DATE)*

1.3 APPLICANT AFFILIATION

Please indicate which group you belong to:

- A First Nations Band (including a Band's economic development organization) ☐
- A Tribal Council ☐
- A registered forestry-related First Nations business ☐
- A registered forestry-related First Nations society ☐

Please note that all groups will be referred to as "your organization" throughout this application.

SECTION 2: COMMUNITY VISION

2.1 COMMUNITY VISION/STRATEGIC PLANNING

If your organization is a:

Band or Tribal Council - Does it have a current, documented Vision or long-term Strategic Plan?

First Nations Business - Does it have a current Business Plan or other document that provides long-term direction?

First Nations Society or Institution – Does it have a current Charter, Vision document, Letters of Incorporation or other document(s) that provide long-term direction?

Please list the document(s) that contain this information and the date(s) they were developed.

Please attach evidence by providing a photocopy of the relevant pages (i.e. the document(s) title page showing the date and the signature page(s).

2.2 PLANNING PROCESS

Describe the process used to develop the long-term direction and documented objectives of your organization (listed in section 2.1).

2.3 FORESTRY ASPIRATIONS

Briefly describe your organization's long-term direction and documented objectives (listed in section 2.1), and how these contribute to the forestry vision and aspirations of your community.

SECTION 3: FNFP

3.1 FNFP SUPPORT

Describe how the objectives of the FNFP (detailed in the Application Guidelines) mesh with your organization's long-term direction and documented objectives (listed in 2.1), and how the FNFP can support your organization in reaching its goals.

3.2 TIES TO CURRENT OR PRIOR WORK

If this project builds on previous work, or work-in-progress, please describe in what way. Was the FNFP involved with this work?

SECTION 4: PROJECT INFORMATION

4.1 PROJECT INFORMATION

Project Manager
Project Title
Location
    On or Off Reserve
Anticipated Start Date (must be after April 1, 2005)
Anticipated End Date (must be prior to February 28, 2006)

4.2 PROJECT DESCRIPTION

Please provide a concise (one or two paragraphs) description of your project, including the activities to be undertaken, proposed timeline, and expected outcomes. What forestry issues and community priorities will this project address?

4.3 PROJECT PARTNERS

Will other organizations contribute, either directly (cash) or indirectly (in-kind) to this project? Please list the partner(s), describe what they are contributing and the value of their contribution. In what stage of negotiations are these partnerships (i.e., formal or informal agreements, MOUs)? Are there any binding agreements currently in place? If yes, please describe them. Is the funding secured?

4.4 Project Budget Information

The budget information provided in this section needs to clearly identify the expected costs of the project, the amount being contributed by the applicant, the amount being contributed by other partners, and the amount being requested from the FNFP.

The contribution from the applicant and other partner(s) may be direct (cash) or indirect (in-kind). In-kind contributions must be a "cash-equivalent" contribution that is real and measurable.

TABLE 1: PROJECT COST SUMMARY - FISCAL YEAR: 2005/06

Activities/ Items	FNFP	Applicant		Partner(s)		Total Project Cost *
	Cash	Cash	In-Kind	Cash	In-Kind	
TOTALS						

* **Maximum government (federal, provincial, municipal) contribution cannot exceed 80% of the total project cost (as per Part A Section 3.4).**

SECTION 5: SUPPORTING DOCUMENTS

Have you attached:

Evidence of a Community Strategic Planning/Vision Document or Business Plan
(i.e., a photocopy of the document(s) title page showing the date and the signature page(s) .....

Band Council Resolution/Tribal Council Resolution .....

Evidence of registration for forestry-related First Nations businesses or societies.....
(i.e., Certificates of Registration)

SECTION 6: APPLICATION SUBMISSION

Please ensure that your application package, with supporting documents, arrives at the Pacific Forestry Centre no later than 4:00 p.m. PST on the deadline date of December 16, 2004, by mail, courier or other delivery means. Faxed, late or incomplete packages will not be accepted.

Canadian Forest Service
Pacific Forestry Centre
First Nations Forestry Program
506 West Burnside Rd.
Victoria, BC V8Z 1M5

First Nations Forestry Program
British Columbia

Natural Resources Canada
Canadian Forest Service

Ressources naturelles Canada
Service canadien des forêts

Indian Affairs and Northern Development Canada

Affaires Indiennes Et du Nord Canada

In partnership with First Nations